

JUS.T.I.S. Governance Council Meeting Minutes
March 27, 2014

Start of Meeting: 09:38 a.m.

Departments Present: Adult Probation; District Attorney; Police; Public Defender; Superior Court; Department on Status of Women; City Administrator's Office;

Absent: Sheriff; Juvenile Probation; Emergency Management; Mayor's Office; Department of Technology

Minutes from Prior Meeting – Minutes from meeting held on February 27, 2014 were approved.

From Executive Sponsor's Update:

The Sheriff's Department and Adult Probation still have outstanding, unsigned Memorandum's of Understanding related to Configuration Management.

The Police Department signed off on a Data Exchange Agreement for sharing Citations data. The document will now go to the Superior Court and the City Administrator (JUS.T.I.S) for signature.

A review on the status of departments still needing to connect to JUSTIS was shared with the Council members. The Courts anticipate an increase in activity through the second quarter of the calendar year and believe that they will have their system ready to begin the connection process with JUSTIS sometime in May. The District Attorney believes that they will be ready for a connection in the second quarter of 2014. Adult Probation indicated that they have an issue with a third party vendor and have no completion date at this time.

From the Technical Steering Committee's Update:

Activities related to operational support were primarily centered around working with the Sheriff on resolving conflicts between Jail Management transactions and the HUB and determining the specifications and requirements needed to obtain a third blade server chassis.

Our primary development activities were associated with working on JUSTIS hub connections for the District Attorney, the Public Defender, and the Superior Court. Additionally we worked with one of our vendors to establish a Single Entry Booking server that would allow the Police a way to test the product.

The primary administrative activities were initiating the process for the District Attorney to upgrade to the web version of their Case Management system and completing the selection process for the procurement of chassis 3.

From Case Management System Updates:

Hub Activity/Server Project:

For the bi-directional connection of the District Attorney's Case Management System to JUSTIS, the XML is being finalized after completion of a review with the DA's vendor. The next steps will be to do the actual coding and to identify the needed transactions for the data movement.

We are working with the Court's CX2000 vendor on identifying and matching all of the data fields that will be exchanged.

We are finishing the work needed to complete the bi-direction functions of the Public Defender's Case Management System (Gideon).

Development of Hub 2.0 is occurring. We have successfully tested the latest releases of our Oracle products inside of HUB 2.0 and are now rewriting portions of existing code.

Staff members have worked with New World Systems to prepare a test server so that the Police Department can test Single Entry Booking.

We have completed the bidding process for Chassis 3 and 4 blade servers and have initiated the purchasing process. This procurement will significantly improve performance and provide enough additional resources to allow us to reconfigure our current blade servers.

We are meeting on a regular basis with the Department of Technology on the installation of Chassis3 and the network connection needed between 200 Paul Street and 1011 Turk Street (our failover site).

District Attorney:

The District Attorney is finishing their data work with their vendor and the JUSTIS staff to ensure that all data needing to be passed between the JUSTIS hub and their case management system is identified.

They are continuing to work with the Juvenile Probation Department on receiving juvenile data, and they have started discussions with the Courts about obtaining their juvenile data. The goal is to import data from both the Courts and Juvenile Probation into the DA's new Juvenile module.

The DA also announced that they are now using email to distribute subpoenas.

Public Defender:

The Public Defender has been working with the JUSTIS team to test data movement between JUSTIS and Gideon, their case management system. Data being sent from JUSTIS into Gideon has been successfully accomplished. Both teams are working to resolve a few issues with data being sent from Gideon to JUSTIS and then to the mainframe.

Police Department

The Police Department would like to begin using the Arrest Module in their Records Management System. The JUSTIS team is working with the Police to provide them access to the Single Entry Booking system.

The Police also indicated that they would like to start receiving Citation data. The MOU on data sharing with the Courts was signed by the Police and now will be sent to the Courts and the City Administrator's Office for signature.

A pre-bid conference for the ECIT project has been set.

Adult Probation:

Adult Probation indicated that the development work on their case management system was on hold. A contractual situation is the concern.

Adult Probation will now be focusing on meeting the Department of Justice's mandate on implementing the Supervised Release File.

Adult Probation has also been reviewing the Sheriff's Jail Time Served Report.

Superior Court:

The Courts have selected a vendor to provide a single solution to address the combined needs of their Citations, Traffic, Civil and Criminal courts. This is going to be a three year development project with Traffic being the first area implemented.

San Francisco Booking Alert Proposal

The District Attorney's Office introduced a proposal to the Council to have JUS.T.I.S. create a Booking Alert application. The application would adapt the existing JUS.T.I.S. parolee and probationer Booking Alert program to enable the San Francisco District Attorney's Office and other San Francisco Law Enforcement agencies to create booking alerts for specific offenders of interest.

A discussion and question/answer period followed. There will be further discussion and a subsequent vote on the proposed project at the next meeting.

New Business:

None presented.

End of Meeting: 11:02 a.m.